



Indiana Department of Homeland Security

Information Bulletin

Date: June 6, 2013

Bulletin No: 13.G0004

To: All IDHS Program Managers
All IDHS Division Directors
All District Administrative Coordinators
All District Coordinators
All District Fiscal Agents
All District Planning Council Members
All District Planning Oversight Committee Members
All District Response Task Force Commanders
All Emergency Management Directors

From: Rachel Woodall
Director of Planning
Indiana Department of Homeland Security

Subject: FFY2013 Homeland Security Grant - County Based Proposal Guidance

Purpose

The purpose of this Information Bulletin is to provide guidance and information regarding county based proposal pilot program of the Federal Fiscal Year (FFY) 2013 Homeland Security Grant Program (HSGP).

Program Overview

The Homeland Security Grant Program provides planning, equipment, training, exercise, and management and administrative funding to emergency prevention, preparedness, and response personnel. The State Homeland Security Grant Program (SHSP) specifically supports the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

In FFY2013, IDHS has set aside \$300,000 for county based proposals to enhance emergency management capabilities, and fill potential gaps in Indiana's 92 counties. Due to the limited amount of funding set aside, a pre-determined funding "cap" (\$10,000) will allow IDHS to award a minimum of 30 proposal awards.

Solicitation

Proposal submissions should align with the new Indiana Strategy for Homeland Security and district plans. Submissions should focus on one or more of the following State identified priority areas:

- Economic Development
 - Increase community resiliency
 - Reduce vulnerability
- Public Safety
 - Support schools safety initiatives
 - Sustainment of current capabilities to focus on Emergency Management and Homeland Security

- Promote rigorous training and exercise opportunities, including the utilization of Muscatatuck Urban Training Center
- Information and Intelligence Sharing
 - Interoperable communications

Be sure to select the proposal template titled "HSGP County" when applying for these funds as there are a couple of categories that specifically relate to this funding source.

Eligible Applicants

Eligible applicants include Boards of Commissioners of all Indiana counties. All applications will be processed through the Indiana Grants Management System (iGMS: <http://myoracle.in.gov/hs>) and will include a required budget and proposal section. A notice of intent must have been received by IDHS Grants Management no later than Friday, May 31, 2013. If your county did not meet this deadline, you will not be eligible for the FFY2013 HSGP County Based Proposal Awards.

(NOTE: The iGMS manual and the IDHS Grants Administrative Plan are both posted on the Grants Management Page of the IDHS Web site at <http://www.in.gov/dhs/grants.htm>).

Evaluation

FFY 2013 HSGP County based proposal applications will be evaluated through a review committee comprised of both state and local partners for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed projects. The results from the review process may require applicants to revise submissions before the release of HSGP funding.

- *County Approval (15 points)* – Is the project supported by the County Advisory Council or County Commissioners?
- *Project Description (25 points)* – Does the proposal clearly identify the problem the applicant is addressing? Does the proposal clearly identify an appropriate solution to the problem identified? Does this proposal fall in line with the established State and National Priorities? Does this proposal fit in with the County Strategic Plan?
- *Project Objective s and Activities/Methods (20 points)* – Does the proposal provide specific accomplishments, milestones and reasonable challenges? Are the objectives specific, measurable, achievable, realistic and timely (SMART)? Are key staff and volunteer responsibilities adequately described? Does that staff identified have the capacity to adequately achieve the project's objective?
- *Project Impact (15 points)* – Does the proposal identify a sustainment plan or explain why sustainment is not needed? Does the proposed plan sustain/maintain the capabilities created or enhanced by this project?
- *Budget (10 points)* – Are the budget items reasonable, necessary and allowable, including the Authorized Equipment List (AEL) numbers? Is the budget justification sufficient to explain the necessity of each budget item?
- *Collaboration (15 points)* – Does this project support more than one agency or entity?

Proposal submission or approval does not guarantee funding. Once the application is reviewed and the federal award is made, IDHS will reprioritize the projects based on application feedback and total federal funds awarded. Another evaluation and review process will then determine which proposals receive funding and determine funding amounts.

Timeline

Proposals must be submitted via the iGMS no later than midnight on **Friday, June 28, 2013.**

Questions

Please direct questions regarding this program to your District Emergency Management Coordinator or a member of the IDHS Grants Management staff.